Financial Disclosure Management (FDM)

Status Reports

Slides:
https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt

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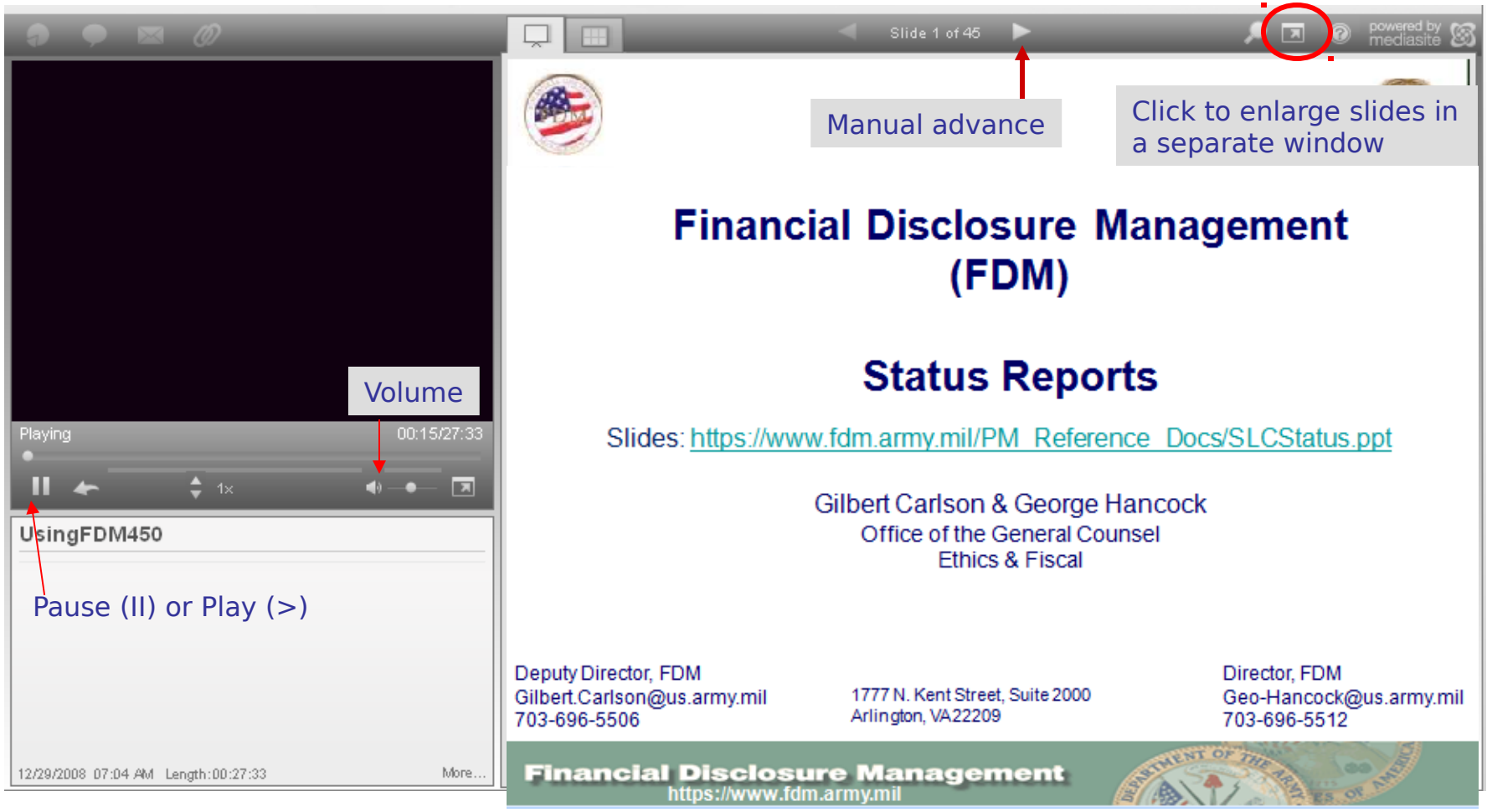
Online Presentation Controls

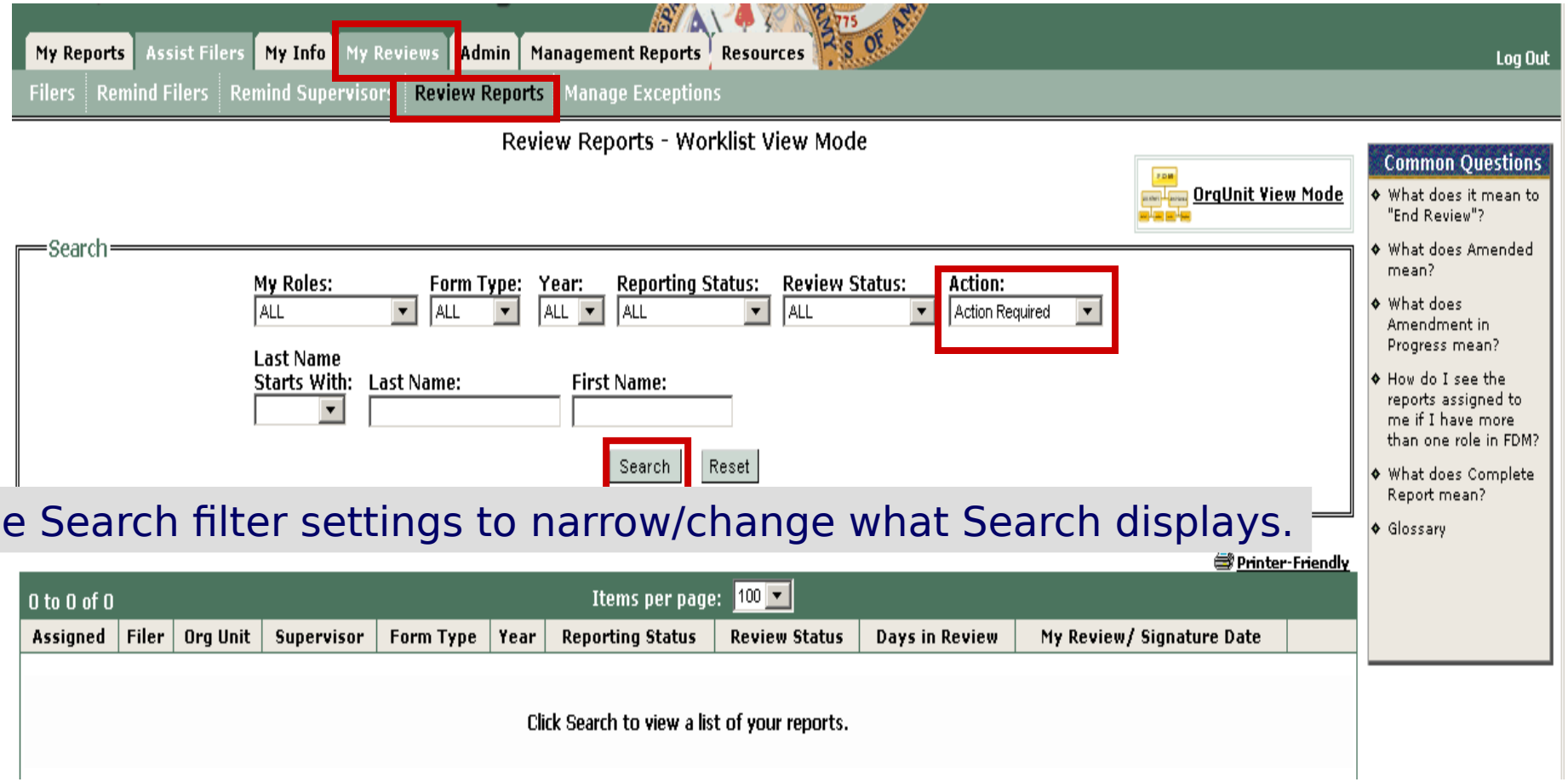
The presentation will open once the link is clicked and it will self-run. Turn speakers on to hear narration.



Topics

- Management Reports – Seeing Report Status/Progress
- Overdue OGE 450s
- Actions - Remind Filers, Supervisors tools to move reports along

Review Reports



Use Search filter settings to narrow/change what Search displays.

Quick Reference:
https://www.fdm.army.mil/documents/QRC_Reviewing_SF_278.pdf

Management Reports

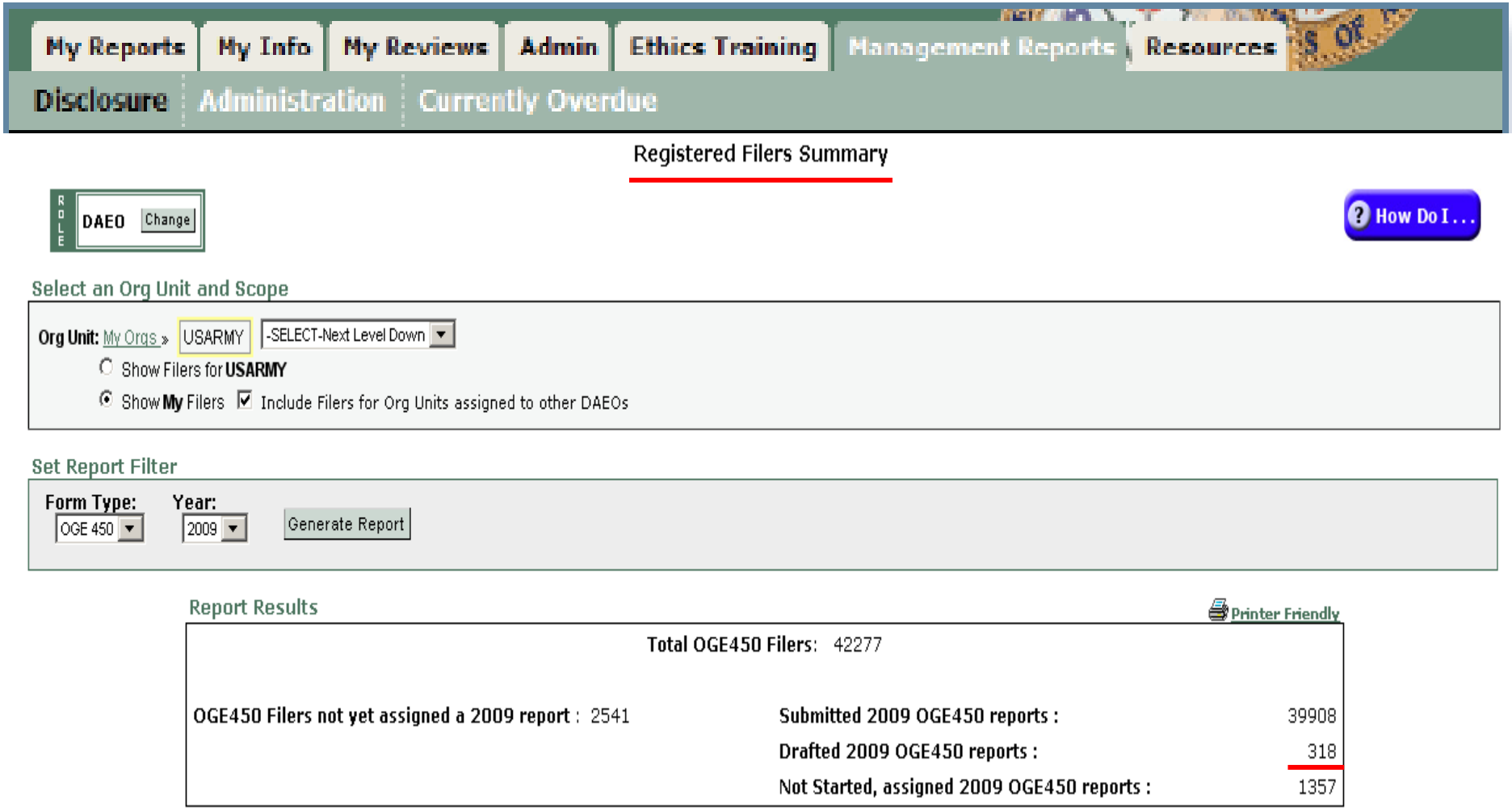
- Disclosure
  - Registered Filers
  - Details
  - Filers with no reports
- Administration (Supervisors)
- Currently Overdue (OGE 450 only)
- “SLC-220 Worksheet”

Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf

Management Reports - Disclosures

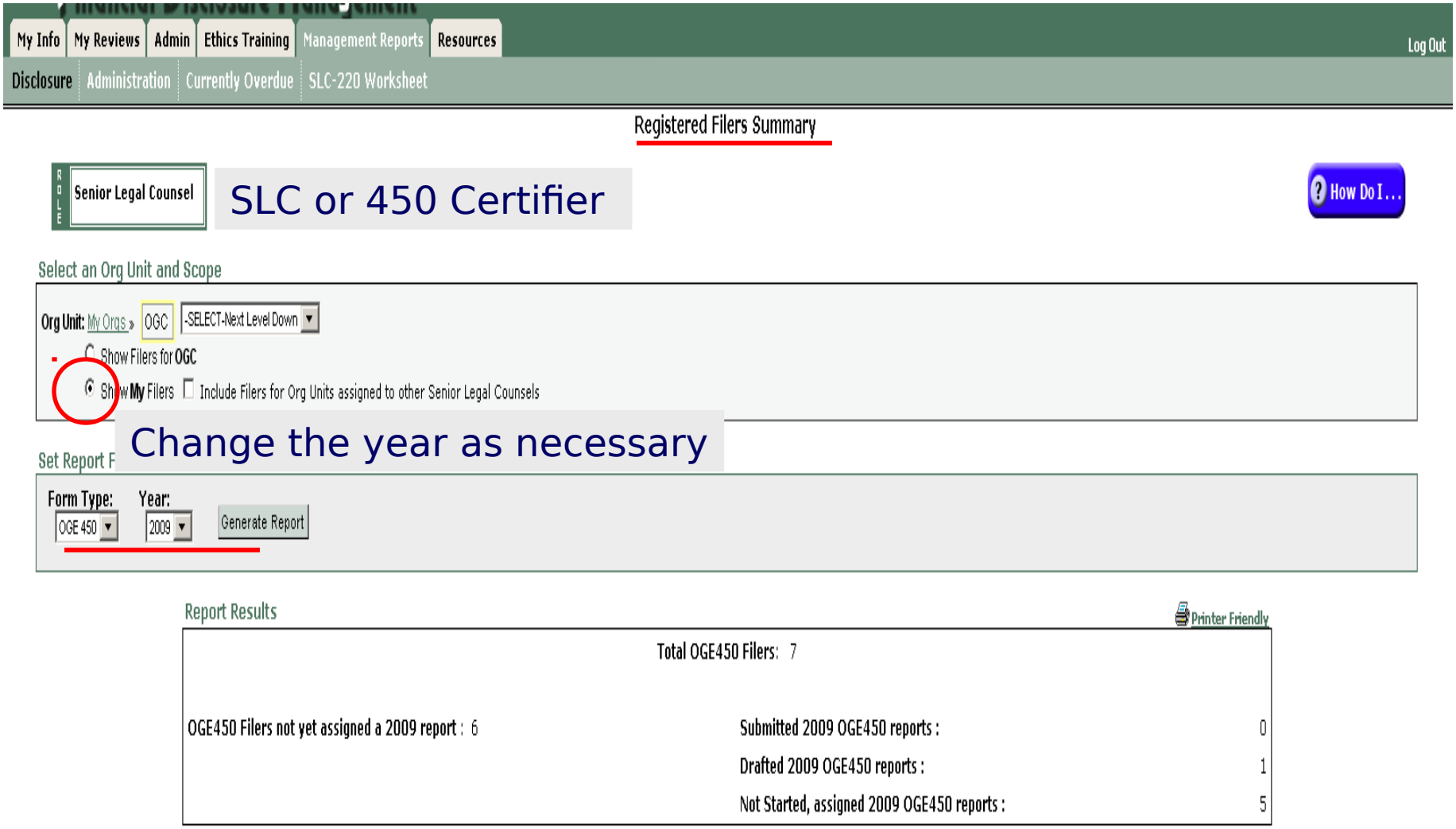
Registered Filer Summary	Disclosure tab - Provides a summary of your current Filer's submission status by Form Type and Year. Use this report to track how many Filers for the current year have or have not submitted disclosure reports in FDM.
Disclosure Detail Report	Disclosure tab - Provides disclosure reporting and reviewing status detail by Org Unit, Form Type and Year. Use this report to track review progress of a disclosure report.
Filer's with No Disclosure Report	Disclosure tab - Lists any registered Filers who have not started a report, assigned or not assigned, by the specified year and report type. Use this report to track delinquent filers in FDM. Note: Some Filers shown on this list who have not been assigned a report are not delinquent (e.g., they filed a New Entrant in last 60 days of prior year and do not owe the Annual or Incumbent until 2010).

Registered Filers

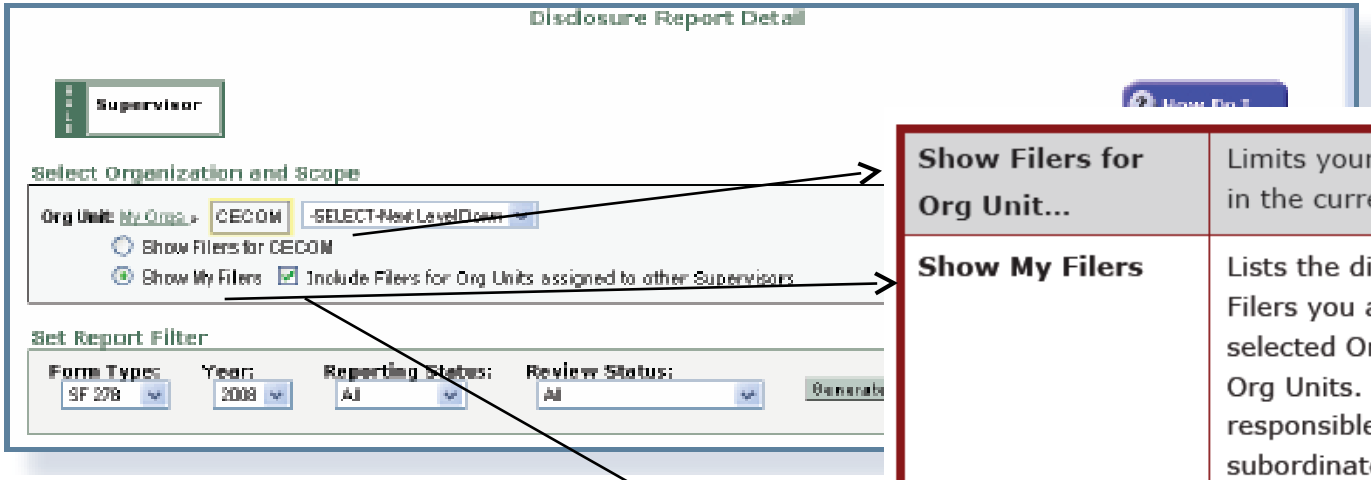


Goal is get these numbers to “0” by filing deadline

Registered Filers



Disclosure Detail


Disclosure Report Detail
Supervisor
Select Organization and Scope
Org Unit: My Orgs » CECOM -SELECT-Next Level Down
Show Filers for CECOM
Show My Filers
Include Filers for Org Units assigned to other Supervisors
Set Report Filter
Form Type: SF 278
Year: 2008
Reporting Status: All
Review Status: All

Show Filers for Org Unit…	Limits your report to disclosures for Filers in the currently selected Org Unit only.
Show My Filers	Lists the disclosure status for all of the Filers you are responsible for, in the selected Org Unit and any subordinate Org Units. For example, if you are responsible for 3 Org Units, CECOM and 2 subordinate Org Units, selecting Show My Filers lists the disclosure status for the Filers in your 3 Org Units.
Include Filers for Org Units assigned to other …	Lists the disclosure status for all Filers in the Org Units you are responsible for and for the Org Units that are assigned to other FDM users with the same role. For example, if you are a Supervisor for 3 org units, selecting Include Filers lists the disclosure status for the Filers in your 3 Org Units plus the Org Units with different supervisors subordinate you.

Disclosure Detail

My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Disclosure | Administration | Currently Overdue | SLC-220 Worksheet

Disclosure Report Detail

ROLE: Senior Legal Counsel

How Do I...

Select an Org Unit and Scope

Org Unit: My Orgs » OGC -SELECT-Next Level Down

Show Filers for **OGC**

Show **My** Filers Include Filers for Org Units assigned to other Senior Legal Counsels

Set Report Filter

Form Type:	Year:	Reporting Status:	Review Status:	
OGE 450	2009	All	All	Generate Report

Legend

* - Report awaiting Filer eSign

** - Reviewer is other than person assigned for the Org Unit

CWS - Completed without Filer's eSignature

SO - Reviewer Signed outside of FDM

Report Results

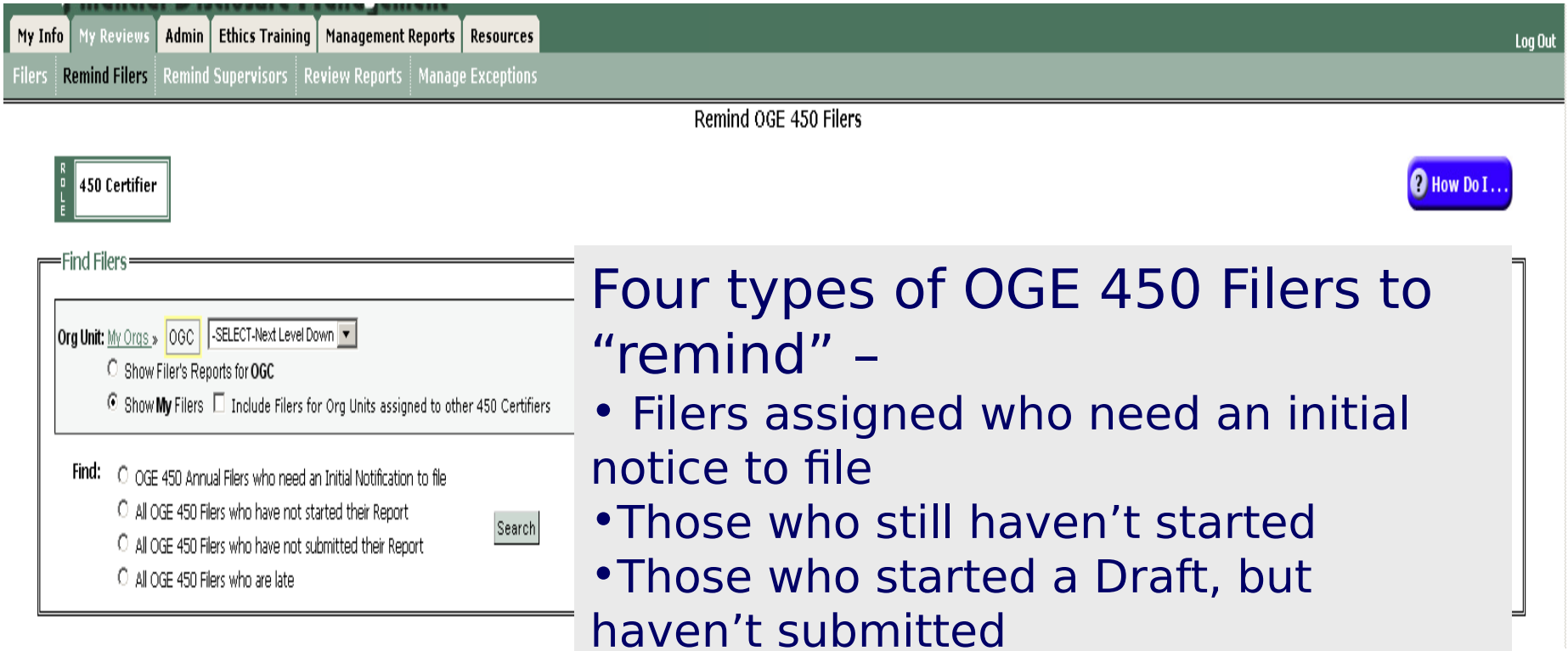
Printer Friendly

Year	Filer	Filer E-mail	Submission Date	Reporting Status	Review Status	Supervisor	Signed By		
							Supvr	450 Certifier	450 Certifier EC
2009	Franken_10, A X	a_franken_10@us.army.mil		Annual	Not Started	Franken_4, A			
2009	Franken_11, A X	a_franken_11@us.army.mil		Annual	Not Started	Franken_4, A			
2009	Franken_12, A X	a_franken_12@us.army.mil		Annual	Not Started	Franken_4, A			
2009	Franken_13, A X	a_franken_13@us.army.mil		Annual	Not Started	Franken_4, A			
2009	Franken_9, A X	a_franken_9@us.army.mil		Annual	Not Started	Franken_4, A			
2009	Hancock, George	geo-hancock@us.army.mil		Annual	Draft	Franken_4, A			
Total:	**6**			**6**	**eSigned:**		**0**	**0**	**0**
					Amendment in Progress: 0				
					Completed w/o Filer's eSignature:		-	**0**	-
					Reviewer Signed Outside of FDM:		**0**	**0**	**0**

Summary Results (does not include assigned, not started)

Reporting Status	Total	Draft		Under Review		Complete	
New Entrant	0	0	0.00%	0	0.00%	0	0.00%
Annual	6	1	16.67%	0	0.00%	0	0.00%
Total	6	1	16.67%	0	0.00%	0	0.00%

My Reviews | Remind OGE 450 Filers

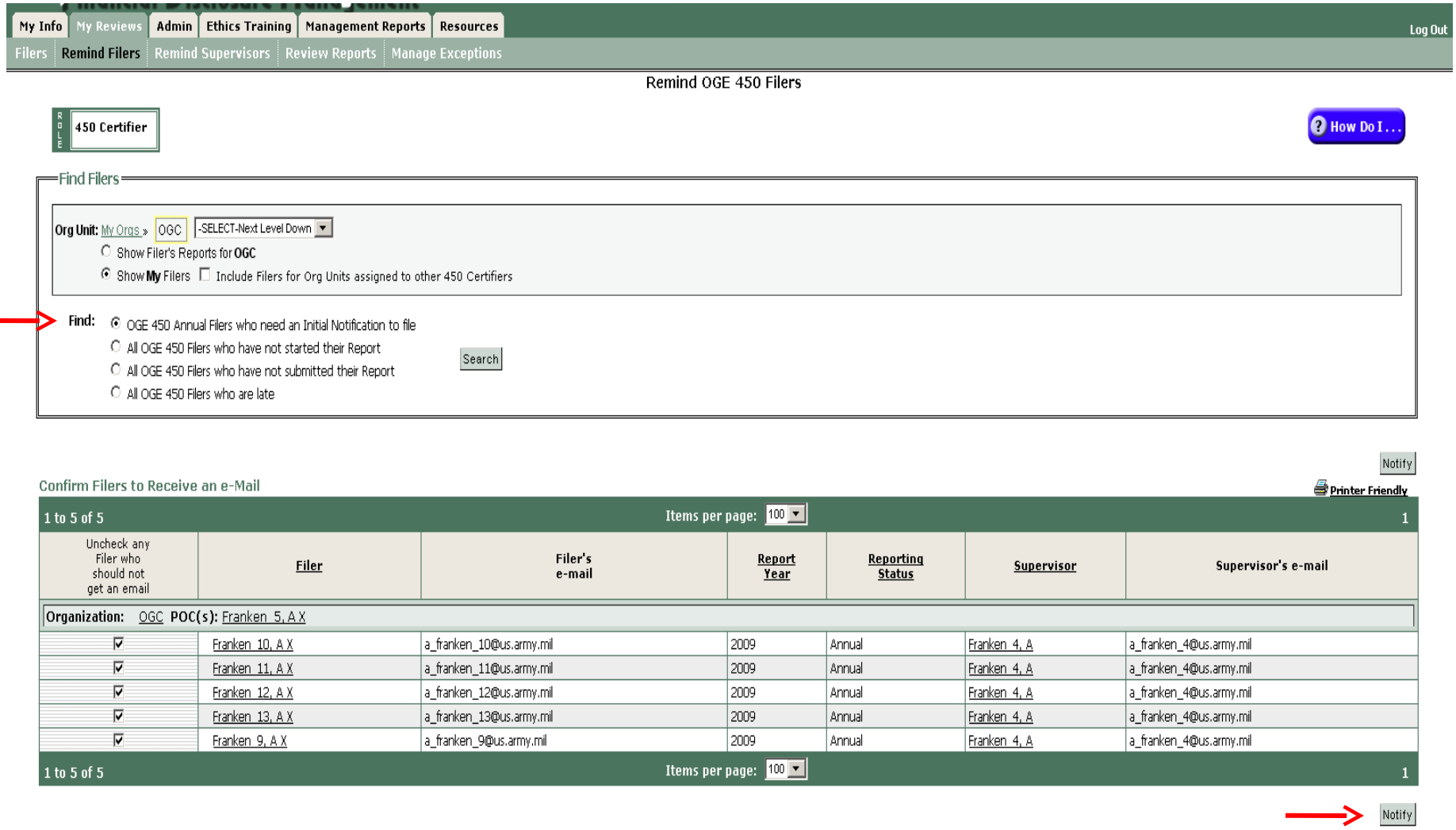


Four types of OGE 450 Filers to "remind" –

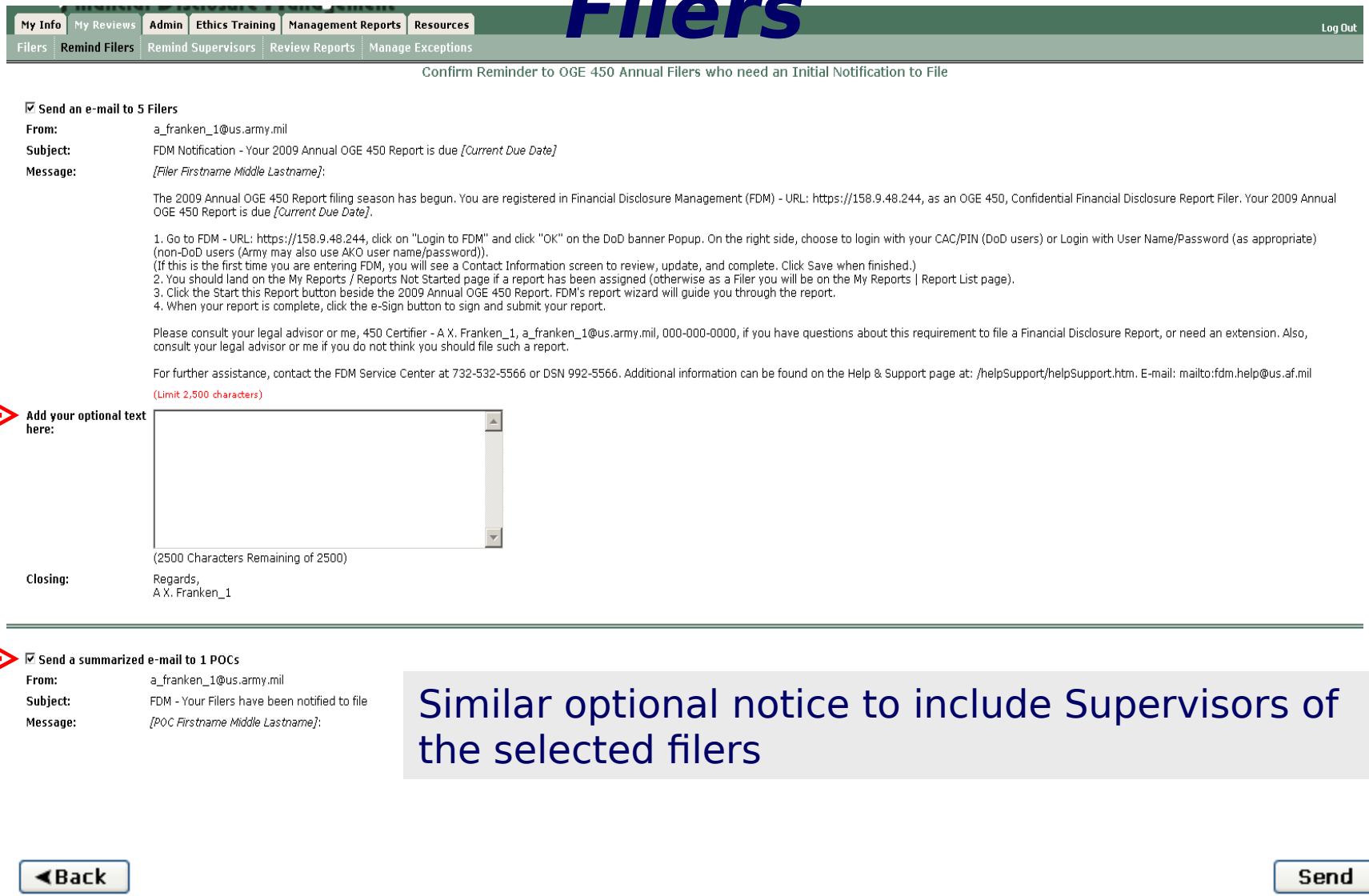
- Filers assigned who need an initial notice to file
- Those who still haven't started
- Those who started a Draft, but haven't submitted
- Those who missed the due date (or extended due date)

Quick Reference Card:
https://www.fdm.army.mil/documents/FDM_QRC_Remind_Filers.pdf

My Reviews | Remind OGE 450 Filers



My Reviews | Remind OGE 450 Filers


My Info
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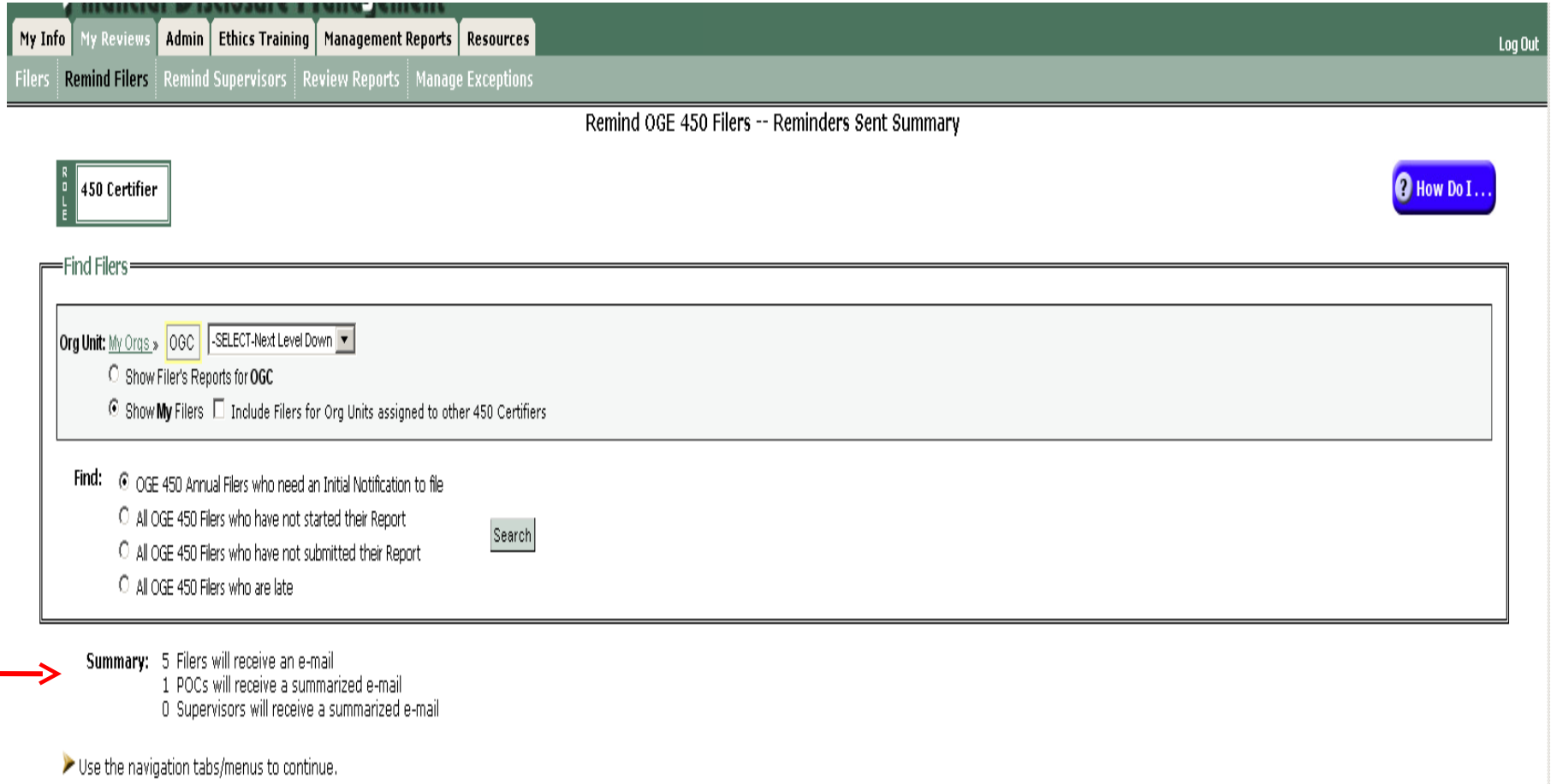
Admin
Ethics Training
Management Reports
Resources
Log Out
Filers
Remind Filers
Remind Supervisors
Review Reports
Manage Exceptions
Confirm Reminder to OGE 450 Annual Filers who need an Initial Notification to File
Send an e-mail to 5 Filers
From: a_franken_1@us.army.mil
Subject: FDM Notification - Your 2009 Annual OGE 450 Report is due [Current Due Date]
Message: [Filer Firstname Middle Lastname]:
The 2009 Annual OGE 450 Report filing season has begun. You are registered in Financial Disclosure Management (FDM) - URL: https://158.9.48.244, as an OGE 450, Confidential Financial Disclosure Report Filer. Your 2009 Annual OGE 450 Report is due [Current Due Date].
1. Go to FDM - URL: https://158.9.48.244, click on "Login to FDM" and click "OK" on the DoD banner Popup. On the right side, choose to login with your CAC/PIN (DoD users) or Login with User Name/Password (as appropriate) (non-DoD users (Army may also use AKO user name/password)).
(If this is the first time you are entering FDM, you will see a Contact Information screen to review, update, and complete. Click Save when finished.)
2. You should land on the My Reports / Reports Not Started page if a report has been assigned (otherwise as a Filer you will be on the My Reports | Report List page).
3. Click the Start this Report button beside the 2009 Annual OGE 450 Report. FDM's report wizard will guide you through the report.
4. When your report is complete, click the e-Sign button to sign and submit your report.
Please consult your legal advisor or me, 450 Certifier - A X. Franken_1, a_franken_1@us.army.mil, 000-000-0000, if you have questions about this requirement to file a Financial Disclosure Report, or need an extension. Also, consult your legal advisor or me if you do not think you should file such a report.
For further assistance, contact the FDM Service Center at 732-532-5566 or DSN 992-5566. Additional information can be found on the Help & Support page at: /helpSupport/helpSupport.htm. E-mail: mailto:fdm.help@us.af.mil
(Limit 2,500 characters)
Add your optional text here:
(2500 Characters Remaining of 2500)
Closing: Regards, A X. Franken_1
Send a summarized e-mail to 1 POCs
From: a_franken_1@us.army.mil
Subject: FDM - Your Filers have been notified to file
Message: [POC Firstname Middle Lastname]:
Back
Send

Similar optional notice to include Supervisors of the selected filers

My Reviews | Remind OGE 450 Filers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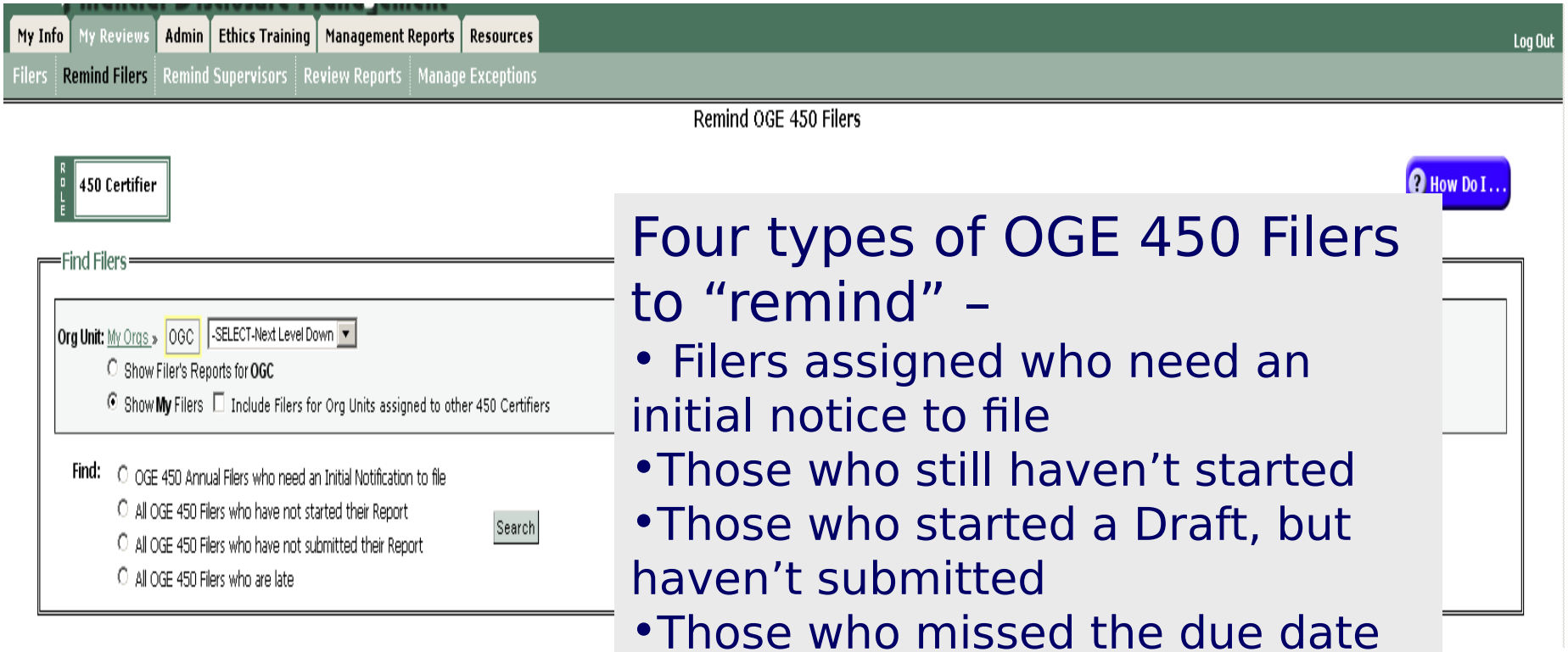
Review Reports
Manage Exceptions
Remind OGE 450 Filers -- Reminders Sent Summary
ROLE
450 Certifier
How Do I...
Find Filers
Org Unit: My Orgs » OGC -SELECT-Next Level Down
Show Filer's Reports for OGC
Show My Filers
Include Filers for Org Units assigned to other 450 Certifiers
Find:
OGE 450 Annual Filers who need an Initial Notification to file
All OGE 450 Filers who have not started their Report
All OGE 450 Filers who have not submitted their Report
All OGE 450 Filers who are late
Search
Summary: 5 Filers will receive an e-mail
1 POCs will receive a summarized e-mail
0 Supervisors will receive a summarized e-mail
Use the navigation tabs/menus to continue.

My Reviews | Remind OGE 450 Filers



Four types of OGE 450 Filers to "remind" –

- Filers assigned who need an initial notice to file
- Those who still haven't started
- Those who started a Draft, but haven't submitted
- Those who missed the due date (or extended due date)

Repeat as often as necessary during/after the filing season using the other "Find" options

Management Reports - Disclosures

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Disclosure Detail

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Disclosure | Administration | Currently Overdue | SLC-220 Worksheet

Filers with No Disclosure Report

Senior Legal Counsel

How Do I...

Select an Org Unit and Scope

Org Unit: My Orgs » OGC -SELECT-Next Level Down

- Show Filers for **OGC**
- Show **My** Filers ☐ Include Filers for Org Units assigned to other Senior Legal Counsels

Set Report Filter

Form Type: OGE 450 Year: 2009 Generate Report

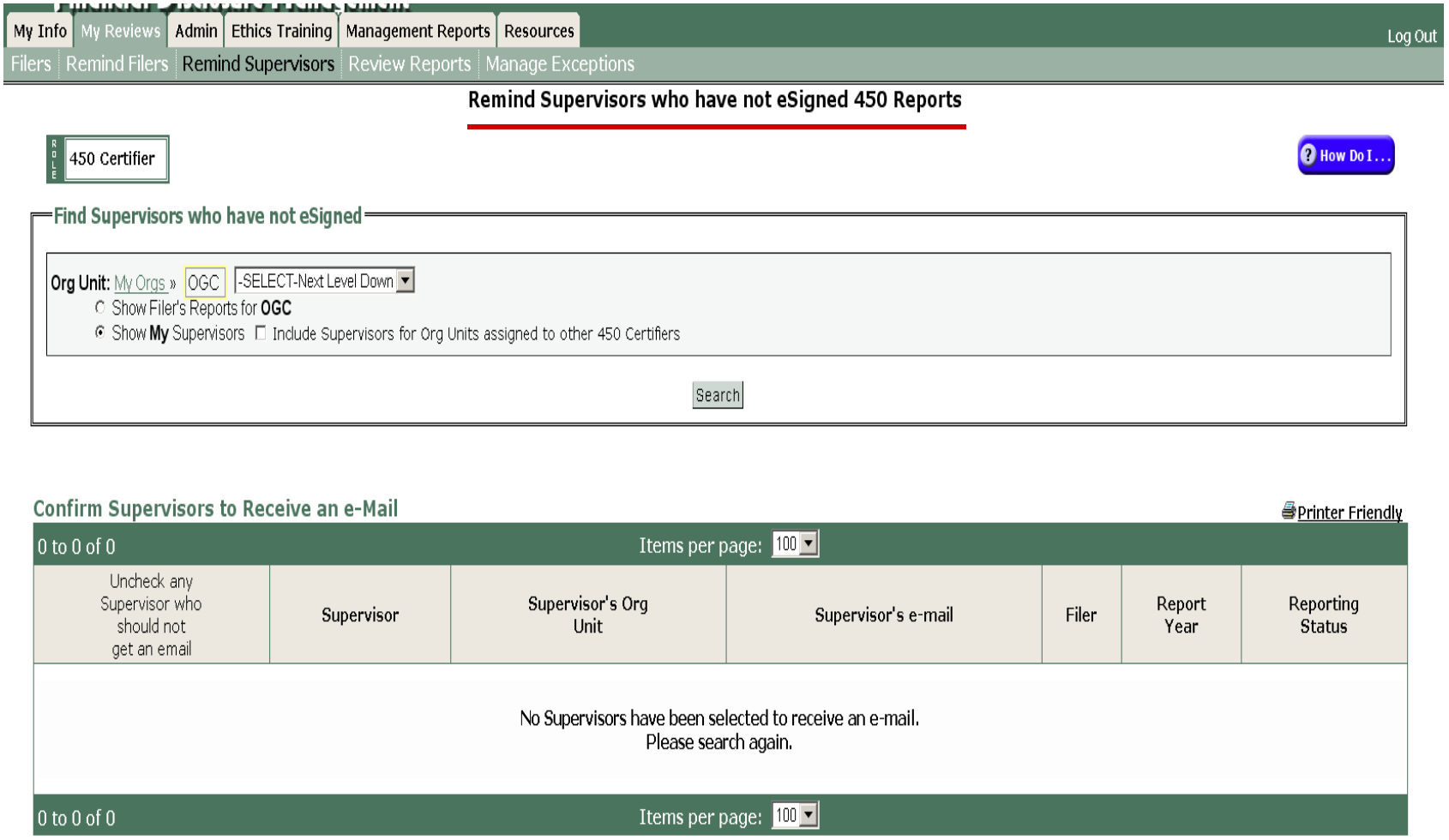
Report Results

Printer Friendly

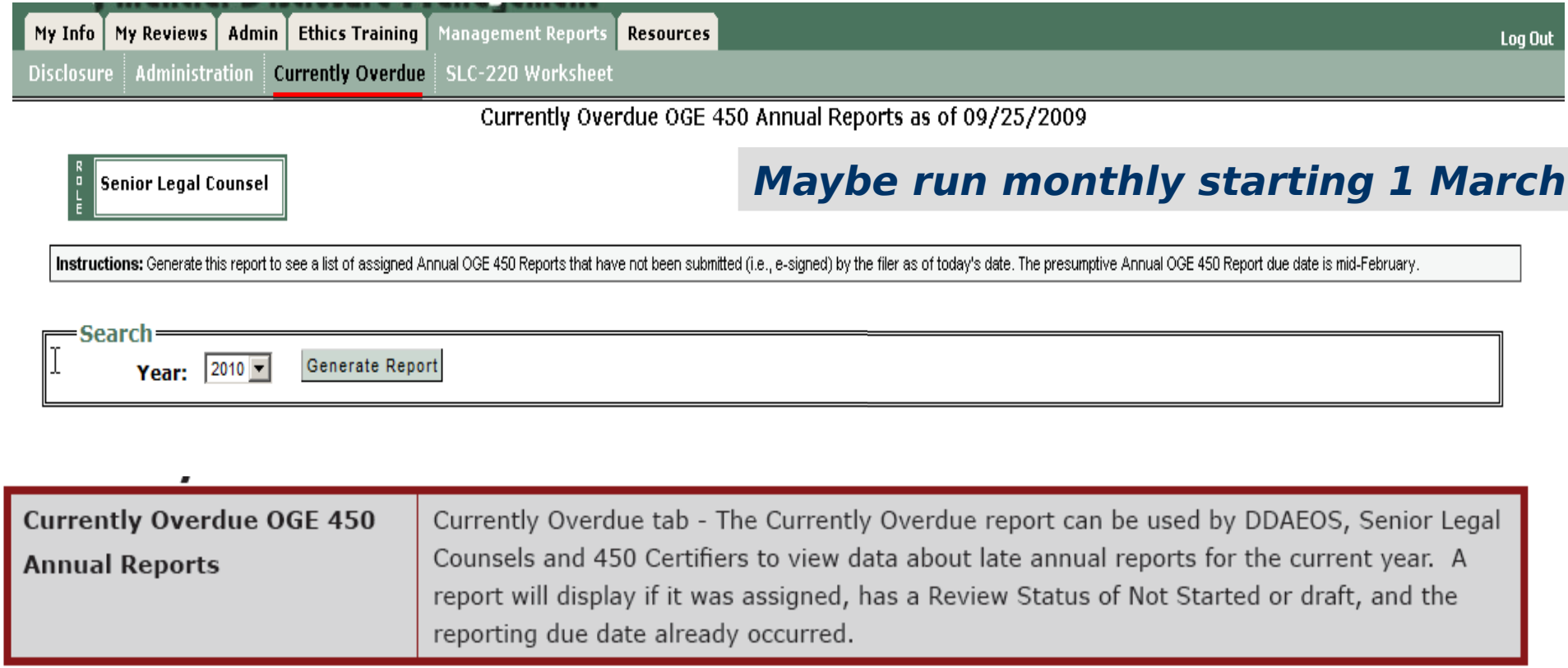
Org Unit	Filer	Filer E-mail	Reporting Status	Current Due Date	Assigned?	450 Certifier	450 CERTIFIER E-mail
TJAGLCS Test	Blackwell, Tonya	tonya.blackwell@us.army.mil	Unknown	--	N	Hancock, George	geo-hancock@us.army.mil
OGC	Franken_10, A	a_franken_10@us.army.mil	Annual	05/15/2009	Y	Franken_1, A	a_franken_1@us.army.mil
OGC	Franken_11, A	a_franken_11@us.army.mil	Annual	05/15/2009	Y	Franken_1, A	a_franken_1@us.army.mil
OGC	Franken_12, A	a_franken_12@us.army.mil	Annual	05/15/2009	Y	Franken_1, A	a_franken_1@us.army.mil
OGC	Franken_13, A	a_franken_13@us.army.mil	Annual	05/15/2009	Y	Franken_1, A	a_franken_1@us.army.mil
OGC	Franken_9, A	a_franken_9@us.army.mil	Annual	05/15/2009	Y	Franken_1, A	a_franken_1@us.army.mil
Total	6						

Remind Supervisors

My Reviews | Remind Supervisors tab



Currently Overdue OGE 450s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Disclosure
Administration
Currently Overdue
SLC-220 Worksheet
Currently Overdue OGE 450 Annual Reports as of 09/25/2009
ROLE
Senior Legal Counsel
Maybe run monthly starting 1 March?
Instructions: Generate this report to see a list of assigned Annual OGE 450 Reports that have not been submitted (i.e., e-signed) by the filer as of today's date. The presumptive Annual OGE 450 Report due date is mid-February.
Search
Year:
2010
Generate Report

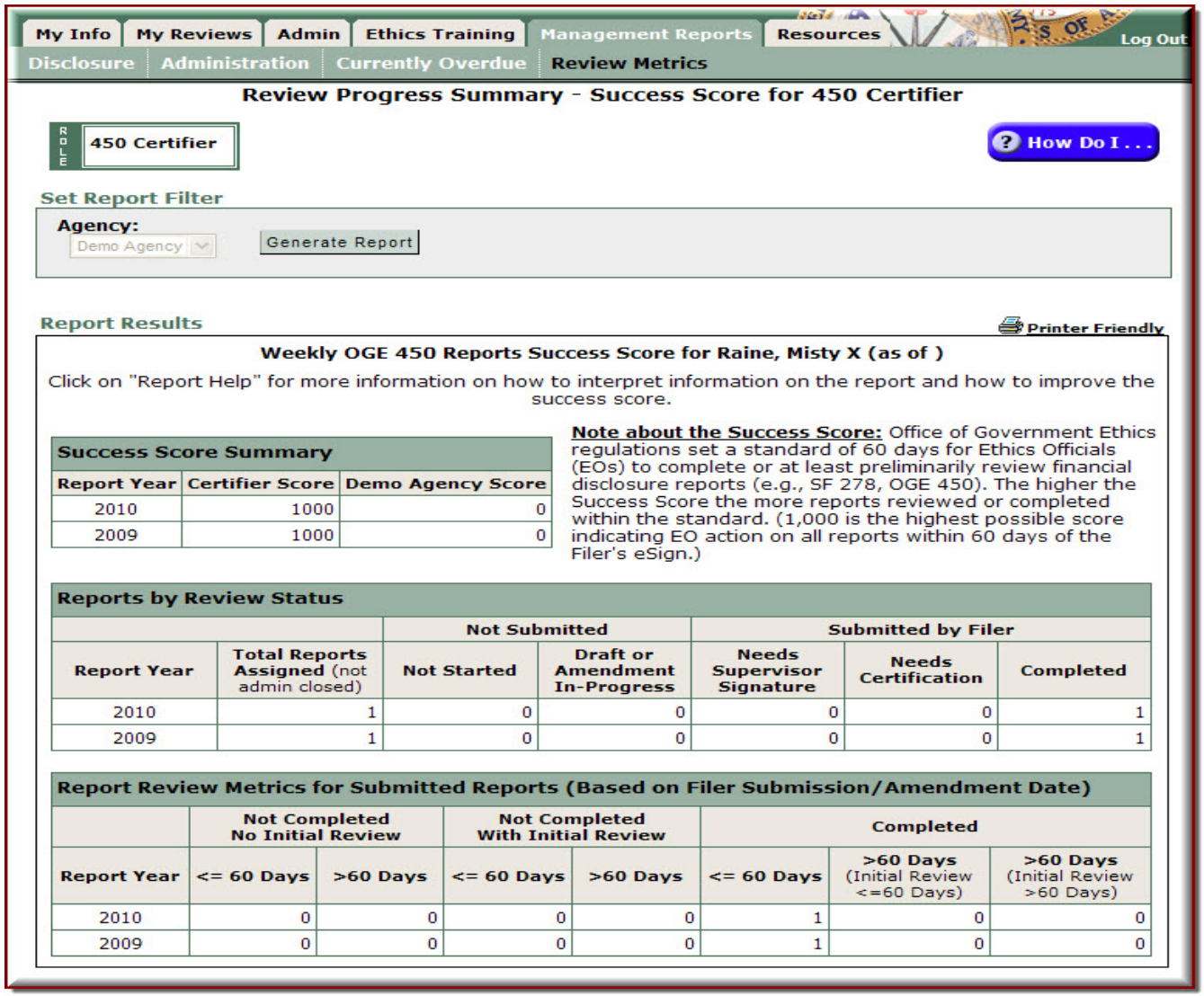
Currently Overdue OGE 450 Annual Reports	Currently Overdue tab - The Currently Overdue report can be used by DDAEOS, Senior Legal Counsels and 450 Certifiers to view data about late annual reports for the current year. A report will display if it was assigned, has a Review Status of Not Started or draft, and the reporting due date already occurred.

Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf

"Success Score"

- On the **Management Report | Review Metrics** tab
  - Measures how well 450 Certifier does against the OGE 60-day review rule
  - A score of 1,000 indicates the Ethics Official has initially reviewed or completed all eligible reports within 60 days of the Filer's submission (thus meeting the OGE review rule)

"Success Score"



My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Disclosure | Administration | Currently Overdue | Review Metrics

Review Progress Summary - Success Score for 450 Certifier

ROLE: 450 Certifier

How Do I . . .

Set Report Filter

Agency: Demo Agency

Generate Report

Report Results

Printer Friendly

Weekly OGE 450 Reports Success Score for Raine, Misty X (as of)

Click on "Report Help" for more information on how to interpret information on the report and how to improve the success score.

Success Score Summary

Report Year	Certifier Score	Demo Agency Score
2010	1000	0
2009	1000	0

Note about the Success Score: Office of Government Ethics regulations set a standard of 60 days for Ethics Officials (EOs) to complete or at least preliminarily review financial disclosure reports (e.g., SF 278, OGE 450). The higher the Success Score the more reports reviewed or completed within the standard. (1,000 is the highest possible score indicating EO action on all reports within 60 days of the Filer's eSign.)

Reports by Review Status

		Not Submitted		Submitted by Filer		
Report Year	Total Reports Assigned (not admin closed)	Not Started	Draft or Amendment In-Progress	Needs Supervisor Signature	Needs Certification	Completed
2010	1	0	0	0	0	1
2009	1	0	0	0	0	1

Report Review Metrics for Submitted Reports (Based on Filer Submission/Amendment Date)

	Not Completed No Initial Review		Not Completed With Initial Review		Completed		
Report Year	<= 60 Days	>60 Days	<= 60 Days	>60 Days	<= 60 Days	>60 Days (Initial Review <=60 Days)	>60 Days (Initial Review >60 Days)
2010	0	0	0	0	1	0	0
2009	0	0	0	0	1	0	0

Summary

- Management Reports – Seeing Report Status/Progress
- Overdue OGE 450s
- Actions - Remind Filers, Supervisors tools to move reports along

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